

29 August 1978

MEMORANDUM FOR: Members of EO 12065 Marking Task Force

FROM: [REDACTED]

Chairman, Marking Task Force

1. I am forwarding several items for your review and/or action:

a. Minutes of 17 August Task Force

you already have { b. A Directorate statistical summary of forms with "codes for classification" listed at the bottom and two machine listings with these classification codes annotated for each form. The use of preclassified forms, and "when filled in" forms must be justified under the new EO 12065. Other forms which are classified at the discretion of the originator and forms carrying only control markings must also be reviewed. I have also shared this information with the Classification/Declassification/Mandatory Review Task Force, and we will be hearing from them on decisions for classification and incorporating into the classification guidelines in a few days.

c. List of Directorate and Component Records Management Officers.

d. The "task schedule" for the Markings Task Force.

2. As an initial start on the forms markings please contact the appropriate Directorate RMO, they are familiar with all of the forms and will be helpful in identifying "production type or ADP generated forms" as well as the forms being completed by individuals.

3. In order to complete our various tasks in a timely fashion I have prepared a "task schedule" which encompasses the tasks, and their corresponding dates of completion, with an eye toward having the completed package ready for final Agency approval by 1 November.

4. I would like to meet again the week of 11 September (date and time will be announced later). At that meeting we should be able to:

a. Identify all current markings (forms, documents, and non-documents) now in use in the Agency.

Unclassified

Excluded from automatic downgrading and declassification

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b. Identify probable waivers required.

c. Identify any probable management policy decisions.

5. We can then analyze these three items and begin to develop markings proposal covering original and derivative classification; forms; marking placement; implementation; and waivers. In addition we should begin identifying and designing any required stamps.

6. I will be on leave from 1 to 8 September but please feel free to call [redacted] to discuss any questions prior to our meeting during the week of 11 September.

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Inclosures

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